

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

HOUSING AUTHORITY OF THE CITY OF MEXICO (MO)
Small PHA Plan Update
Annual Plan for Fiscal Year Ending: 3/31/2002

**NOTE: THIS PHA PLANS TEMPLATE (HUD 50075) IS TO BE COMPLETED IN
ACCORDANCE WITH INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES**

PHA Plan Agency Identification

PHA Name: Housing Authority of the City of Mexico (MO)

PHA Number: MO-010

PHA Fiscal Year Beginning: (mm/yyyy) 04/2001

PHA Plan Contact Information:

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Public Access to Information

Information regarding any activities outlined in this plan can be obtained by contacting:
(select all that apply)

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices

Display Locations For PHA Plans and Supporting Documents

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices
- ☐ Main administrative office of the local, county or State government
- ☒ Public library
- ☐ PHA website
- ☒ Other (list below) Options Unlimited

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- ☒ Main business office of the PHA
- ☐ PHA development management offices
- ☐ Other (list below)

PHA Programs Administered:

☒ Public Housing and Section 8 ☐ Section 8 Only ☐ Public Housing Only

Annual PHA Plan
Fiscal Year 2002
 [24 CFR Part 903.7]

i. Table of Contents

Provide a table of contents for the Plan, including attachments, and a list of supporting documents available for public inspection. For Attachments, indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

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ii. Executive Summary

[24 CFR Part 903.7 9 (r)]

At PHA option, provide a brief overview of the information in the Annual Plan

1. Summary of Policy or Program Changes for the Upcoming Year

In this section, briefly describe changes in policies or programs discussed in last year's PHA Plan that are not covered in other sections of this Update.

- A. "Improve public housing management" - The original Five Year Plan included goals and objectives to reduce the vacancy loss. Currently, the MHA has a vacancy rate of 16% which represents a reduction of 5% from the end of the prior fiscal year. The Goal is to achieve 5% vacancy or less over the five year period. The Annual objective is to reduce vacancy loss by 5% per year.
- B. "Renovate or modernize public housing units" – The MHA anticipates receiving Capital Fund program monies over the five year period to assist in the modernization of its units. Included in this is the consolidation of two bedroom units into large family units within the next three years.
- C. "Demolish or dispose of unneeded public housing" – Further investigation of the current housing availability in Audrain County and current City plans for demolition of obsolete and dilapidated housing, the MHA has reduced the number of units from 60 to 12 dwelling units.
- D. Policy Modifications – The MHA has revised its Admissions and Continued Occupancy Policy (ACOP) to reflect regulatory changes since the revision done February 2000. In addition, the MHA has updated the Grievance Procedures, Equal Housing Opportunity Plan, Section 504 Plan, Investment Policy, Criminal Records Management Policy, Administrative Plan, incorporated the Rent Collection Policy into the ACOP, Maintenance Plan, adopted a Reasonable Accommodation Policy, adopted a Pest Control Policy and revised the Rent Schedule.

2. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

Exemptions: Section 8 only PHAs are not required to complete this component.

- A. ☒ Yes ☐ No: Is the PHA eligible to participate in the CFP in the fiscal year covered by this PHA Plan?
- B. What is the amount of the PHA's estimated or actual (if known) Capital Fund Program grant for the upcoming year? \$ 445,642

C. ☒ Yes ☐ No Does the PHA plan to participate in the Capital Fund Program in the upcoming year? If yes, complete the rest of Component 7. If no, skip to next component.

D. Capital Fund Program Grant Submissions

(1) Capital Fund Program 5-Year Action Plan

The Capital Fund Program 5-Year Action Plan is provided as Attachment C

(2) Capital Fund Program Annual Statement

The Capital Fund Program Annual Statement is provided as Attachment B

3. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

Applicability: Section 8 only PHAs are not required to complete this section.

1. ☒ Yes ☐ No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If “No”, skip to next component ; if “yes”, complete one activity description for each development.)

2. Activity Description

Demolition/Disposition Activity Description (Not including Activities Associated with HOPE VI or Conversion Activities)
1a. Development name: Not Applicable
1b. Development (project) number: MO36-P010-001
2. Activity type: Demolition <input checked="" type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input checked="" type="checkbox"/> The MHA may demolish up to 4 units without HUD approval Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/> The MHA will be submitting an application to demolish an additional 8 units in the upcoming current fiscal year.
4. Date application approved, submitted, or planned for submission: <u>(06/30/2001)</u>
5. Number of units affected: 4-2 buildings current year; 8 units – 3 buildings in FYE 2002
6. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Relocation resources (select all that apply) <input type="checkbox"/> Section 8 for units <input checked="" type="checkbox"/> Public housing for 4 units (Other units are vacant) <input type="checkbox"/> Preference for admission to other public housing or section 8 <input type="checkbox"/> Other housing for units (describe below)
8. Timeline for activity: a. Actual or projected start date of activity: 9/30/2001 b. Actual or projected start date of relocation activities: N/A in annual period c. Projected end date of activity: 3/31/2002

4. Voucher Homeownership Program

[24 CFR Part 903.7 9 (k)]

- A. ☐ Yes ☒ No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If “No”, skip to next component; if “yes”, describe each program using the table below (copy and complete questions for each program identified.)

B. Capacity of the PHA to Administer a Section 8 Homeownership Program

The PHA has demonstrated its capacity to administer the program by (select all that apply):

- ☐ Establishing a minimum homeowner down payment requirement of at least 3 percent and requiring that at least 1 percent of the down payment comes from the family’s resources
- ☐ Requiring that financing for purchase of a home under its section 8 homeownership will be provided, insured or guaranteed by the state or Federal government; comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards
- ☐ Demonstrating that it has or will acquire other relevant experience (list PHA experience, or any other organization to be involved and its experience, below):

5. Safety and Crime Prevention: PHDEP Plan

[24 CFR Part 903.7 (m)]

Exemptions Section 8 Only PHAs may skip to the next component PHAs eligible for PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- A. ☒ Yes ☐ No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- B. What is the amount of the PHA’s estimated or actual (if known) PHDEP grant for the upcoming year? \$ __50,888__
- C. ☒ Yes ☐ No Does the PHA plan to participate in the PHDEP in the upcoming year? If yes, answer question D. If no, skip to next component.
- D. ☒ Yes ☐ No: The PHDEP Plan is attached at Attachment __D__

6. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board (RAB) Recommendations and PHA Response

1. ☒ Yes ☐ No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?

2. If yes, the comments are Attached as “Comments of Resident Advisory Board and MHA’s Response” at Attachment G

3. In what manner did the PHA address those comments? (select all that apply)

- ☒ The PHA changed portions of the PHA Plan in response to comments
A list of these changes is included
☐ Yes ☐ No: below or
☒ Yes ☐ No: at the end of the RAB Comments in Attachment __G__.
- ☐ Considered comments, but determined that no changes to the PHA Plan were necessary. An explanation of the PHA’s consideration is included at the end of the RAB Comments in Attachment ____.
- ☐ Other: (list below)

B. Statement of Consistency with the Consolidated Plan

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

1. Consolidated Plan jurisdiction: (provide name here) State of Missouri

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

- ☒ The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- ☒ The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- ☐ The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- ☐ Activities to be undertaken by the PHA in the coming year are consistent with specific initiatives contained in the Consolidated Plan. (list such initiatives below)
- ☐ Other: (list below)

3. PHA Requests for support from the Consolidated Plan Agency

- ☐ Yes ☒ No: Does the PHA request financial or other support from the State or local government agency in order to meet the needs of its public housing residents or inventory? If yes, please list the 5 most important requests below:

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the folbwing actions and commitments: (describe below) The demolition of dilapidated structures within the jurisdiction has had a positive affect of increasing occupancy in public housing. It has had a negative affect of reducing utilization of Section 8 subsidies within the jurisdiction. Although a state initiative (demolition), the City of Mexico operates its own demolition program without subsidy from the state.

C. Criteria for Substantial Deviation and Significant Amendments

1. Amendment and Deviation Definitions

24 CFR Part 903.7(r)

PHAs are required to define and adopt their own standards of substantial deviation from the 5-year Plan and Significant Amendment to the Annual Plan. The definition of significant amendment is important because it defines when the PHA will subject a change to the policies or activities described in the Annual Plan to full public hearing and HUD review before implementation.

A. Substantial Deviation from the 5-year Plan: None

B. Significant Amendment or Modification to the Annual Plan:

The following substantial deviations occurred in the past year from the originally stated Annual Plan:

1. Under PHDEP MO36-DEP010-0198 – After discussion with the Resident Advisory Board, unexpended funds were reallocated to the purchase of a passenger van for transporting adults and youths to program related services. This action was necessitated by the loss of the only public transportation services available in the community (the local cab company).
2. The MHA has identified that the number of units planned for demolition was too high. This number has been reduced from 60 to 12 in this Annual Plan. Ten units have been budgeted under CFP MO36-P010-50100 in the current fiscal year.

Attachment A

Supporting Documents Available for Review

PHAs are to indicate which documents are available for public review by placing a mark in the “Applicable & On Display” column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
N/A	State/Local Government Certification of Consistency with the Consolidated Plan (not required for this update)	5 Year and Annual Plans
X	Fair Housing Documentation Supporting Fair Housing Certifications: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
X	Housing Needs Statement of the Consolidated Plan for the jurisdiction/s in which the PHA is located and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O/ACOP), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
N/A	Any policy governing occupancy of Police Officers in Public Housing <input type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the method for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Results of latest binding Public Housing Assessment System (PHAS) Assessment	Annual Plan: Management and Operations
N/A	Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary)	Annual Plan: Operations and Maintenance and Community Service & Self-Sufficiency
X	Results of latest Section 8 Management Assessment System (SEMAP) Copy of Certification provided	Annual Plan: Management and Operations
N/A	Any required policies governing any Section 8 special housing types <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for any active grant year	Annual Plan: Capital Needs
N/A	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants	Annual Plan: Capital Needs
N/A	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans, or any other approved proposal for development of public housing	Annual Plan: Capital Needs
X	Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing §504 of the Rehabilitation Act and the Americans with Disabilities Act. See, PIH 99-52 (HA).	Annual Plan: Capital Needs
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act, Section 22 of the US Housing Act of 1937, or Section 33 of the US Housing Act of 1937	Annual Plan: Conversion of Public Housing
N/A	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
N/A	Policies governing any Section 8 Homeownership program (section _____ of the Section 8 Administrative Plan)	Annual Plan: Homeownership

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
N/A	Cooperation agreement between the PHA and the TANF agency and between the PHA and local employment and training service agencies	Annual Plan: Community Service & Self-Sufficiency
N/A	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
X	Section 3 documentation required by 24 CFR Part 135, Subpart E	Annual Plan: Community Service & Self-Sufficiency
N/A	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
X	The most recent Public Housing Drug Elimination Program (PHDEP) semi annual performance report	Annual Plan: Safety and Crime Prevention
X	PHDEP-related documentation: <ul style="list-style-type: none"> · Baseline law enforcement services for public housing developments assisted under the PHDEP plan; · Consortium agreement/s between the PHAs participating in the consortium and a copy of the payment agreement between the consortium and HUD (applicable only to PHAs participating in a consortium as specified under 24 CFR 761.15); · Partnership agreements (indicating specific leveraged support) with agencies/organizations providing funding, services or other in-kind resources for PHDEP-funded activities; · Coordination with other law enforcement efforts; · Written agreement(s) with local law enforcement agencies (receiving any PHDEP funds); and · All crime statistics and other relevant data (including Part I and specified Part II crimes) that establish need for the public housing sites assisted under the PHDEP Plan. 	Annual Plan: Safety and Crime Prevention
X	Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G) <input type="checkbox"/> check here if included in the public housing A & O Policy	Pet Policy
X	The results of the most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

ATTACHMENT B

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHA Name: Housing Authority of the City of Mexico (MO)		Grant Type and Number Capital Fund Program: MO36-P010-50201 Capital Fund Program Replacement Housing Factor Grant No:			Federal FY of Grant: FFY 2001
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending:		<input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Final Performance and Evaluation Report			
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	44,500	0	0	0
3	1408 Management Improvements	89,000	0	0	0
4	1410 Administration	44,500	0	0	0
5	1411 Audit	0	0	0	0
6	1415 liquidated Damages	0	0	0	0
7	1430 Fees and Costs	34,000	0	0	0
8	1440 Site Acquisition	0	0	0	0
9	1450 Site Improvement	30,000	0	0	0
10	1460 Dwelling Structures	151,200	0	0	0
11	1465.1 Dwelling Equipment—Nonexpendable	0	0	0	0
12	1470 Nondwelling Structures	1,000	0	0	0
13	1475 Nondwelling Equipment	50,800	0	0	0
14	1485 Demolition	0	0	0	0
15	1490 Replacement Reserve	0	0	0	0
16	1492 Moving to Work Demonstration	0	0	0	0
17	1495.1 Relocation Costs	0	0	0	0
18	1498 Mod Used for Development	0	0	0	0
19	1502 Contingency	642	0	0	0
20	Amount of Annual Grant: (sum of lines 2-19)	\$445,642	0	0	0
21	Amount of line 20 Related to LBP Activities	0	0	0	0
22	Amount of line 20 Related to Section 504 Compliance	2,000	0	0	0
23	Amount of line 20 Related to Security	40,000	0	0	0
24	Amount of line 20 Related to Energy Conservation Measures	45,000	0	0	0

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHA Name: Housing Authority of the City of Mexico (MO)		Grant Type and Number Capital Fund Program #: MO36-P010-50201 Capital Fund Program Replacement Housing Factor #:				Federal FY of Grant: 2001		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	
PHA-Wide	Operations	1406		\$44,500	0	0	0	
PHA-Wide	Management Improvements	1408						
	Resident Services Coordinator		1	33,000	0	0	0	
	Computer Software Mtnce		N/A	13,000	0	0	0	
	Management Training		N/A	10,000	0	0	0	
	Resident Board Training		N/A	5,000	0	0	0	
	Small Business Coordinator		1	15,000	0	0	0	
	Maintenance Skills Training		N/A	3,000	0	0	0	
	Vacancy Reduction		N/A	10,000	0	0	0	
		Subtotal		\$89,000				
PHA-Wide	Administration	1410						
	Dev Director Salary	1410.2	1	28,000	0	0	0	
	Dev Director Benefits	1410.9	1	10,000	0	0	0	
	Travel	1410.10	N/A	4,000	0	0	0	
	Telephone/Fascimile	1410.16	N/A	500	0	0	0	
	Advertising	1410.19	N/A	2,000	0	0	0	
		Subtotal		\$44,500				
PHA-Wide	Fees and Costs	1430						
	A/E Fees	1430.1	N/A	30,000	0	0	0	
	Inspection Costs	1430.7	N/A	2,000	0	0	0	
	Sundry Planning	1430.19	N/A	2,000	0	0	0	
		Subtotal		\$34,000				

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHA Name: Housing Authority of the City of Mexico (MO)		Grant Type and Number Capital Fund Program #: MO36-P010-50201 Capital Fund Program Replacement Housing Factor #:				Federal FY of Grant: 2001		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	
	Site Improvements	1450						
PHA-Wide	Tree Removal/Trimming	1450	N/A	5,000	0	0	0	
MO-002	Fencing	1450	500 LF	25,000	0	0	0	
		Subtotal		\$30,000				
	Dwelling Structures	1460						
MO-001	Install Exterior Dryer Vents	1460	62 DU	30,000	0	0	0	
	Interior Painting		4 DU	3,000	0	0	0	
MO-002	Renovation of Damaged Unit	1460	2 DU	12,000	0	0	0	
	Replace Furnace Room Doors		4 DU	2,500	0	0	0	
	Exterior Painting		26 Bldgs	20,800	0	0	0	
	Interior Painting		10 DU	10,400	0	0	0	
	Install Sheet Flooring – Upstairs Bath		10 DU	6,000	0	0	0	
MO-003	Install Security Porch Lighting	1460	8 Fixtures	2,500	0	0	0	
	Interior Painting		4 DU	8,000	0	0	0	
	Exterior Sealing of Gable Ends		2 Bldgs	5,000	0	0	0	
	Install Sheet Flooring – Upstairs Bath		4 DU	4,000	0	0	0	
MO-004	Replace Interior and Closet Doors	1460	17 DU	36,000	0	0	0	
	Replace Grey Box		40 DU	11,000	0	0	0	
	Dwelling Structures – All Dev	Subtotal		\$151,200				

Annual Statement/Performance and Evaluation Report**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)****Part II: Supporting Pages**

PHA Name: Housing Authority of the City of Mexico (MO)		Grant Type and Number Capital Fund Program #: MO36-P010-50201 Capital Fund Program Replacement Housing Factor #:				Federal FY of Grant: 2001		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	
PHA-Wide	Non-Dwelling Structures	1470	8	1,000	0	0	0	
PHA-Wide	Non-Dwelling Equipment	1475						
	Computer Hardware	1475.1	N/A	10,000	0	0	0	
	Fabricate Temporary ADA Ramps	1475.2	4	2,000	0	0	0	
	Purchase Floor Care Equipment	1475.2	2	1,800	0	0	0	
	Purchase Lawn Mower	1475.2	1	12,000	0	0	0	
	Purchase Maintenance Vehicle	1475.7	1	25,000	0	0	0	
		Subtotal		\$50,800				
	Contingency	1502		\$642	0	0	0	

Annual Statement/Performance and Evaluation Report**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)****Part III: Implementation Schedule**

PHA Name: Housing Authority of the City of Mexico (MO)		Grant Type and Number Capital Fund Program #: MO36-P010-50201 Capital Fund Program Replacement Housing Factor #:					Federal FY of Grant: 2001
Development Number Name/HA-Wide Activities	All Fund Obligated (Quart Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
PHA-Wide 1406	03/2002			3/2003			
PHA-Wide 1408							
Res. Serv. Coor	09/2002			12/2003			
Computer Software	12/2003			12/2003			
Management Trng	03/2003			12/2003			
Res. Board Trng	03/2003			12/2003			
Small Bus. Coor	06/2003			12/2003			
Mtnce Skill Trng	03/2003			12/2003			
Vacancy Reduction	06/2002			12/2003			
PHA-Wide 1410							
Salary	12/2002			12/2003			
Benefits	12/2002			12/2003			
Travel	12/2002			12/2003			
Telephone/Fascimile	12/2002			12/2003			
Advertising	03/2003			12/2003			

Annual Statement/Performance and Evaluation Report**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)****Part III: Implementation Schedule**

PHA Name: Housing Authority of the City of Mexico (MO)		Grant Type and Number Capital Fund Program #: MO36-P010-50201 Capital Fund Program Replacement Housing Factor #:				Federal FY of Grant: 2001	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quart Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
1430 FEES/COSTS							
A/E Fees	03/2003			12/2003			
Inspection Costs	03/2003			12/2003			
Sundry Planning	03/2003			12/2003			
1450 – SITE							
PHA-Wide: Trees	12/2002			12/2003			
MO-002: Fencing	12/2002			06/2003			
1460 - DWELLING							
MO-001: Dryer Vents	03/2003			06/2003			
MO-001: Int. Painting	12/2002			06/2003			
MO-002: Renovation	12/2002			06/2003			
MO-002: Furnace Doors	03/2003			12/2003			
MO-002: Ext Painting	03/2003			12/2003			
MO-002: Int Painting	03/2003			12/2003			
MO-002: Flooring	03/2003			12/2003			

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part III: Implementation Schedule							
PHA Name: Housing Authority of the City of Mexico (MO)		Grant Type and Number Capital Fund Program #: MO36-P010-50201 Capital Fund Program Replacement Housing Factor #:				Federal FY of Grant: 2001	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quart Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
1460-DWELL cont'd							
MO-003: Lighting	12/2002			06/2003			
MO-003: Int. Painting	03/2003			12/2003			
MO-003: Gable Sealing	03/2003			12/2003			
MO-003: Flooring	03/2003			12/2003			
MO-004: Int Doors.	09/2002			12/2003			
MO-004: Grey Box	03/2003			12/2003			
1475-NON-DWELL EQUIPMENT							
PHA-Wide: Computer	03/2003			12/2003			
PHA-Wide: ADA Ramps	06/2002			12/2002			
PHA-Wide: Floor Equip	09/2002			12/2002			
PHA-Wide: Mower	09/2002			12/2002			
PHA-Wide: Mtnce Van	12/2002			03/2003			

ATTACHMENT C

Capital Fund Program 5-Year Action Plan

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Notes regarding content of Capital Fund Five Year Plan:

The following Capital Fund Five Year Plan contains values representing the four year planned work items, exclusive of the work items found in the Capital Fund Annual Statement above, thus covering a total of five years from MHA Fiscal Year 2002 to 2006. Those items that have been identified as “unfunded needs” have been included for the purposes of “fungibility” in the event actual costs are less than estimated or in the case priorities changes due to unforeseen circumstances. Inclusion of these work items in the CFP Five Year Plan ensures that public comment is received on all planned activities, not just those anticipated to be funded.

It is anticipated that the activity included in the Annual Statement will not change prior to implementation. However, the order and priority of work items for years 2 through 5 may be subject to modification during the annual public hearing process, after review by MHA staff for applicability, and after discussion with the MHA’s Resident Advisory Board.

Items included based on preliminary discussions with the Resident Advisory Board were:

- Resident Board training
- Backflow valves on washers in MO-002
- Toddler play areas in MO-004
- Concrete replacement
- Tree trimming and removal
- Venting dryers to exterior in MO-001
- Drainage improvements in MO-002
- Security lighting in MO-004
- Replacement of closet doors in MO-004
- Stripping, sealing and waxing floor in MO-001 and MO-004 for long term tenants
- Smoke detector replacement in MO-001, MO-002, and MO-004
- Storm door replacement in handicap units at MO-004
- Fencing along railroad tracks on Bolivar Street at MO-002
- Installation of hall closet doors in MO-001
- Construction of outside storage units at MO-002

CFP 5-Year Action Plan		
<input type="checkbox"/> Original statement <input checked="" type="checkbox"/> Revised statement		
Development Number	Development Name (or indicate PHA wide)	
PHA-Wide	PHA-Wide – Management Needs	
Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
1406 – Operations	178,000	Annually
1408 - Management Improvements		
Resident Services Coordinator	123,200	Annually
Computer Software Upgrades, Maintenance and Training	40,000	Annually
Vacancy Reduction Activities	40,000	Annually
Resident Training Activities	20,000	Annually
Supplemental Police Services	80,000	Annually
Management Skills Training	40,000	Annually
Maintenance Skills Training	40,000	Annually
Small Business Coordinator	69,000	Annually
Resident Education Workshops	12,000	Annually
Personnel Training Materials	8,000	Annually
1410 – Administration		
Salaries	112,000	Annually
Benefits	40,000	Annually
Travel	12,000	Annually
Telephone/Fascimile	2,000	Annually
Advertising	8,000	Annually
Total from Annual Statement for this area	178,000	2001
Total estimated cost over next 5 years	1,002,200	

CFP 5-Year Action Plan		
<input type="checkbox"/> Original statement <input checked="" type="checkbox"/> Revised statement		
Development Number	Development Name (or indicate PHA wide)	
PHA-Wide	PHA-Wide – Physical Needs	
Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
1450 - Site Improvements		
Tree Trimming/Removal (4 yrs)	20,000	2002; Annually
Replace Clothes Line (as needed)	5,000	2002
1460 – Dwelling Structures		
Section 504 Reasonable Accommodation Modifications	5,000	Unfunded Need
1470 – Non-Dwelling Structures		
Renovate Help Center	25,000	2002
Replace Help Center Flooring	50,000	2002
Construct Maintenance Shop	60,000	2003
Correct Air Exchange for Garage at PHA Administration Building	10,000	2002
Stage Improvements at Community Center	8,000	Unfunded Need
1475 – Non-Dwelling Equipment		
Purchase/Replace Computer Hardware	40,000	Annually
Purchase/Replace Maintenance Vehicles	100,000	Annually
Purchase/Replace Lawn Care Equipment	48,000	Annually
Upgrade Community Center Kitchen	10,000	2005
Replace Community Center Stove	4,000	Unfunded Need
Purchase Maintenance Radios with Base Station	15,000	Unfunded Need
Total from Annual Statement for this project	56,800	2001
Total estimated cost over next 5 years	\$456,800	

CFP 5-Year Action Plan		
<input type="checkbox"/> Original statement <input checked="" type="checkbox"/> Revised statement		
Development Number	Development Name (or indicate PHA wide)	
M036-P010-001	Not Applicable	
Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
1450 – Site Improvements		
Drainage Improvements	48,000	Unfunded Need
Construct Toddler Play Areas	40,000	Unfunded Need
Replace Water System	60,000	Unfunded Need
Replace Outside Water Hydrants	62,000	2005
Bury Electrical Utility	200,000	Unfunded Need
1460 – Dwelling Structures		
Interior Painting (4 units per year)	12,000	2002, Annually
Vent Dryers to Exterior (126 units) - Health	31,000	2002
Install Additional Parking Spaces (from 1 to 1.5 spaces per unit; 62 spaces)	153,200	Unfunded Need
Remove Carpet and Install Floor Tile (26 Units)	45,000	2004
Relocate Floor Drains in Laundry Room	25,000	2005
Install Two-Way Cleanouts	60,000	Unfunded Need
Increase Attic Insulation	51,450	Unfunded Need
Remove Asbestos Floor Tile and Install New Tile	50,000	Unfunded Need
Install Floor Mount Water Closets (MacFarlane/Fieldcrest)	36,600	Unfunded Need
Install Utility Room Doors and replace shelving	60,500	Unfunded Need
Install Hall Closet Doors	15,250	Unfunded Need
Replace Bedroom Closet Doors	60,000	Unfunded Need
Remove Metal Facia/Soffit, replace deteriorated sections, paint	200,000	Unfunded Need
Replace Medicine Cabinets	18,450	Unfunded Need
Construct Trash Container Enclosures	5,000	2003
Replace Smoke Detectors	6,500	2003
Replace Damaged Storm Doors and Kick Panels	10,000	2003
Repair/Replace Damage Entry Doors, Frames, and Weatherstripping	25,000	Unfunded Need
Replace Obsolete Wiring with Grounded System	630,000	Unfunded Need
Total from Annual Statement for this project	33,000	2001
Total estimated cost over next 5 years	\$ 1,937,950	

CFP 5-Year Action Plan		
<input type="checkbox"/> Original statement <input checked="" type="checkbox"/> Revised statement		
Development Number	Development Name (or indicate PHA wide)	
MO36-P010-002	Not Applicable	
Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
1450 – Site Improvements		
Drainage Improvements	5,000	2003
Concrete Replacement	10,000	Unfunded Need
1460 – Dwelling Structures		
Interior Painting	41,600	2002; Annually
Install Back Flow Valves on Washer Drain Line	13,000	2002
Replace Bathroom Vanities	26,000	2004
Replace Entry Doors, Seal Surfaces and Replace Weatherstripping	13,000	2004
Replace Smoke Detectors	2,500	2003
Remove Storm Door Locks	1,200	Unfunded Need
Remove Asbestos Floor Tile and Replace Flooring	156,000	Unfunded Need
Install Two-Way Sewer Clean-outs	25,000	Unfunded Need
Install Water Drain Down Valves	93,600	Unfunded Need
Install Plumbing Access Panels	5,000	Unfunded Need
Redesign Kitchen Layout	260,000	Unfunded Need
Repair/Replace Gutters, downspouts, and splash blocks	14,300	Unfunded Need
Construct Exterior Storage Sheds	78,000	Unfunded Need
Construct Trash Container Enclosures	5,000	2003
Replace Metal, Bi-fold Doors	35,000	2003
Replace Interior Doors	35,000	Unfunded Need
Add Additional Attic Insulation	48,836	Unfunded Need
Total from Annual Statement for this project	76,700	2001
Total estimated cost over next 5 years	\$ 944,736	

CFP 5-Year Action Plan		
<input type="checkbox"/> Original Statement <input checked="" type="checkbox"/> Revised Statement		
Development Number	Development Name (or indicate PHA wide)	
MO36-P010-003	Not Applicable	
Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
1450 – Site Improvements		
Drainage Improvements	7,000	2003
Concrete Replacement	10,000	Unfunded Need
1460 – Dwelling Structures		
Replace Light Fixtures in Kitchen and Bath	1,000	2003
Replace Smoke Alarms	500	2003
Replace Entry Doors, Seal Doors, and Install Weatherstripping	2,500	2004
Replace Interior Doors	6,000	2003
Replace Bi-Fold Closet Doors	4,000	2003
Install Plumbing Access Panels	500	Unfunded Need
Total from Annual Statement for this project	19,500	2001
Total estimated cost over next 5 years	51,000	

CFP 5-Year Action Plan		
<input type="checkbox"/> Original statement <input checked="" type="checkbox"/> Revised statement		
Development Number	Development Name (or indicate PHA wide)	
MO36-P010-004	Not Applicable	
Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
1450 – Site Improvements		
Regrade Drainage Ditch	8,000	2003
Concrete Replacement	10,000	2004
Construct Toddler Play Area	5,000	Unfunded Need
1460 – Dwelling Structures		
Interior Painting (5 occupied units per year)	20,000	2003; Annually
Replace Dryer Vents	800	Unfunded Need
Strip, Wax and Seal Floors (Long term tenants)	2,000	2002
Replace Entry Doors, Seal Doors, and weatherstrip	10,000	2004
Replace Closet Doors	8,000	2002
Replace Interior Doors	56,000	2002
Install Attic Pipes and Increase Attic Insulation	20,000	Unfunded Need
Replace Windows and repair Window Framing	76,000	Unfunded Need
Construct Trash Container Enclosures	5,000	2003
Replace Floor Tile and Base	60,000	2005
Replace Attic Louvered Vents	15,000	2003
Replace Smoke Alarms	2,000	2003
Install Security Porch Lighting	12,500	2003
Install Plumbing Access Panels	4,000	Unfunded Need
Total from Annual Statement for this project	47,000	2001
Total estimated cost over next 5 years	361,300	

ATTACHMENT D**PHA Public Housing Drug Elimination Program Plan**

Note: THIS PHDEP Plan template (HUD 50075-PHDEP Plan) is to be completed in accordance with Instructions located in applicable PIH Notices.

Section 1: General Information/History

A. Amount of PHDEP Grant \$ 50,888

B. Eligibility type (Indicate with an "x") **N1** _____ **N2** _____ **R** X _____

C. FFY in which funding is requested 2001

D. Executive Summary of Annual PHDEP Plan

In the space below, provide a brief overview of the PHDEP Plan, including highlights of major initiatives or activities undertaken. It may include a description of the expected outcomes. The summary must not be more than five (5) sentences long

The MHA is focusing on intervention and prevention activities under the current PHDEP Five Year Plan. Crime reports have gone from 166 semi-annually to approximately 80 reports semi-annually in the past three years. Re-focusing activities to address the needs of the family has allowed the MHA to intervene in conditions before they escalate. Current primary needs related to juvenile disobedience and domestic violence. Programs include after school programs for youths in 2nd through 5th grade, computer training for adults and youths, summer youth activities, life skills development programs, crisis counseling services, referrals for community based education programs, and family-oriented alternative activities.

E. Target Areas

Complete the following table by indicating each PHDEP Target Area (development or site where activities will be conducted), the total number of units in each PHDEP Target Area, and the total number of individuals expected to participate in PHDEP sponsored activities in each Target Area. Unit count information should be consistent with that available in PIC.

PHDEP Target Areas (Name of development(s) or site)	Total # of Units within the PHDEP Target Area(s)*	Total Population to be Served within the PHDEP Target Area(s)*
MO36-P010-001	126	117
MO36-P010-002	52	72
MO36-P010-003	4	21
MO36-P010-004	40	81

*The MHA currently has high vacancy rates. As such, a direct correlation between total units and total population does not exist.

F. Duration of Program

Indicate the duration (number of months funds will be required) of the PHDEP Program proposed under this Plan (place an “x” to indicate the length of program by # of months. For “Other”, identify the # of months).

12 Months XX 18 Months _____ 24 Months _____

G. PHDEP Program History

Indicate each FY that funding has been received under the PHDEP Program (place an “x” by each applicable Year) and provide amount of funding received. If previously funded programs have not been closed out at the time of this submission, indicate the fund balance and anticipated completion date. The Fund Balances should reflect the balance as of Date of Submission of the PHDEP Plan. The Grant Term End Date should include any HUD-approved extensions or waivers. For grant extensions received, place “GE” in column or “W” for waivers.

Fiscal Year of Funding	PHDEP Funding Received	Grant #	Fund Balance as of Date of this Submission	Grant Extensions or Waivers	Grant Start Date	Grant Term End Date
FY 1995	0	Not Applicable	N/A	N/A	N/A	N/A
FY 1996	\$109,000	MO36-DEP010-0196	0	N/A	Closed	12/31/1999
FY 1997	\$109,000	MO36-DEP010-0197	0	N/A	Complete	11/24/2000
FY 1998	\$65,400	Funding Rec'd 1998	0	N/A	Complete	11/24/2000
FY 1999	0	MO36-DEP010-0198	0	N/A	Complete	11/24/2000
FY 2000	0	Not Applicable	N/A	N/A	N/A	N/A
FY 2001	\$50,888	MO36-DEP010-0100	\$40,000	N/A	10/2000	10/2001

Section 2: PHDEP Plan Goals and Budget

A. PHDEP Plan Summary

In the space below, summarize the PHDEP strategy to address the needs of the target population/target area(s). Your summary should briefly identify: the broad goals and objectives, the role of plan partners, and your system or process for monitoring and evaluating PHDEP-funded activities. This summary should not exceed 5-10 sentences.

The MHA has focused activities during this grant year on youth services, supplemental police patrols, and crisis counseling services to families. The MHA has increased its partnerships with outside entities for adult services, thus reducing the impact on this grant for funding. The youth services remain a specialized area for children who are borderline achievers who would benefit from one-on-one attention to overcome barriers to more advanced educational opportunities. As such, the MHA will be maintaining its after school "Study Buddies" program, the report card incentive program, and the summer youth activity program. Added this year are educational field trips to introduce the children to life in other communities. The MHA noted this past year that most of its children had never been outside the city limits. As such, the educational trips will be designed to introduce the children to various size communities and local cultural activities. The supplemental police patrols continue to be an important link for both the residents and the officers of the community. Crisis counseling has only been somewhat successful in the past in changing behaviors, but has been critical in preserving lease requirements and getting families involved with agencies who can assist them. Education programs for life skills development will continue to be a part of the program activities, but require such little funding that the MHA will be paying for the materials from its Operating Budget in this year.

B. PHDEP Budget Summary

Enter the total amount of PHDEP funding allocated to each line item.

FFY 2001 PHDEP Budget Summary	
Original statement 1/17/2001	
Revised statement dated:	
Budget Line Item	Total Funding
9110 – Reimbursement of Law Enforcement	10,000
9115 - Special Initiative	0
9116 - Gun Buyback TA Match	0
9120 - Security Personnel	0
9130 - Employment of Investigators	0
9140 – Voluntary Tenant Patrol	0
9150 - Physical Improvements	0
9160 - Drug Prevention	24,680
9170 - Drug Intervention	4,900
9180 - Drug Treatment	0
9190 - Other Program Costs	11,300
TOTAL PHDEP FUNDING	50,880

C. PHDEP Plan Goals and Activities

In the tables below, provide information on the PHDEP strategy summarized above by budget line item. Each goal and objective should be numbered sequentially for each budget line item (where applicable). Use as many rows as necessary to list proposed activities (additional rows may be inserted in the tables). PHAs are not required to provide information in shaded boxes. Information provided must be concise—not to exceed two sentences in any column. Tables for line items in which the PHA has no planned goals or activities may be deleted.

9110 – Reimbursement of Law Enforcement					Total PHDEP Funding: \$10,000		
Goal(s)	Provide supplemental police services during peak activity times.						
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount/ Source)	Performance Indicators
1. Contract Police Services			12/2001	03/2002	0	0	Execution of Agreement
2. Conduct Police Patrols			03/2002	12/2002	10,000	0	Hours of Patrols
3.							

9115 - Special Initiative					Total PHDEP Funding: \$ 0		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount/ Source)	Performance Indicators
1.							
2.							
3.							

9116 - Gun Buyback TA Match					Total PHDEP Funding: \$ 0		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9120 - Security Personnel					Total PHDEP Funding: \$ 0		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9130 – Employment of Investigators					Total PHDEP Funding: \$ 0		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9140 – Voluntary Tenant Patrol					Total PHDEP Funding: \$ 0		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							

9150 - Physical Improvements					Total PHDEP Funding: \$ 0		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							

9160 - Drug Prevention					Total PHDEP Funding: \$24,680		
Goal(s)	Provide alternative youth activities as alternative to drug involvement						
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. School Incentive Program	30	Youth	10/2001	12/2002	8,000	0	Number improving grades/attendance
2. After School Study Program	12	Youth	10/2001	12/2002	4,000	0	Number of participating youth
3. Summer Youth Program	25	Youth	6/2002	8/2002	7,680	0	Number of participating youth
4. Educational Field Trips	5	Youth	01/2002	12/2002	5,000	0	Number of Field trips

9170 - Drug Intervention					Total PHDEP Funding: \$4,900		
Goal(s)	Provide Crisis counseling services for residents at risk of eviction for drug, juvenile disturbance, and domestic violence related activities						
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date Qtr End	Complete Date Qtr End	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. Execute counseling contract	N/A	Families	12/2001	12/2001	0	0	Contract Execution date
2. Referrals for counseling services	10	Families	12/2001	12/2002	4,200	0	Hours of service provided
3. Follow-up on counseling effect	10	Families	03/2002	12/2002	700	0	Number of persons served

9180 - Drug Treatment					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							

9190 - Other Program Costs					Total PHDEP Funds: \$11,300		
Goal(s)	Provide staffing, auditing services, and administrative costs for program activities						
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. PHDEP Coordinator			12/2001	12/2002	750	33,000/CFP	Maintain PHDEP Coordinator
2. PHDEP Coor Training Costs			12/2001	12/2002	1,500	0	Attendance at one training conference
3. Hire Assistant Tutor			12/2001	12/2002	6,000	0	Hours of Tutoring Service
3. Supplies/Materials			12/2001	12/2002	2,000	0	None
4. Annual Survey			12/2001	12/2002	500	0	Completion of Survey
5. Audit Services			12/2001	12/2002	550	0	Completion of Audit

Required Attachment __E__: Resident Member on the PHA Governing Board

1. ☐ Yes ☒ No: Does the PHA governing board include at least one member who is directly assisted by the PHA this year? (if no, skip to #2)

A. Name of resident member(s) on the governing board:

B. How was the resident board member selected: (select one)?

- ☐ Elected
☐ Appointed

C. The term of appointment is (include the date term expires):

2. A. If the PHA governing board does not have at least one member who is directly assisted by the PHA, why not?

- ☐ the PHA is located in a State that requires the members of a governing board to be salaried and serve on a full time basis
☒ the PHA has less than 300 public housing units, has provided reasonable notice to the resident advisory board of the opportunity to serve on the governing board, and has not been notified by any resident of their interest to participate in the Board.
☐ Other (explain):

B. Date of next term expiration of a governing board member: 06/30/2001

C. Name and title of appointing official(s) for governing board (indicate appointing official for the next position):

Don Magnus, Mayor via approval of City of Mexico City Council

Laws in the State of Missouri were changed in August 2000 to allow for an additional seat on housing authority boards, and to provide special conditions for appointment and termination based on residency and compliance with federal requirements in public housing. The MHA suspended appointment of the Board seat in June 2000 to provide opportunity to residents to apply in August and September. Notices were provided to residents in the Wilderness Voice, the resident newsletter, and the local paper. No applications were received by the City of Mexico for the open seat.

Required Attachment ____F____: Membership of the Resident Advisory Board or Boards

List members of the Resident Advisory Board or Boards: (If the list would be unreasonably long, list organizations represented or otherwise provide a description sufficient to identify how members are chosen.)

A Resident Advisory Board (RAB) was formed in September 2000 consisting of five members. The MHA requested nominations from the residents in the resident newsletter identifying the represented areas and providing instructions on how to submit nominations. Originally, it was planned to have the residents vote on the nominations in the following month. However, the MHA did not receive more than one nomination per area and had to individually approach residents about participating in the RAB. As such, the RAB was appointed directly from the nominations and not via election processes. The RAB met weekly from the end of October to the end of November providing review and comment on the MHA Annual Agency Plan content. A description of their comments has been included in this Plan.

Two volunteers to the RAB were denied appointment because of serious lease violations. Instructions were given these individuals that if they corrected the conditions, the MHA would allow their participation on the RAB. To date, one of the individuals has made progress toward correction and will be eligible (if they continue current actions) to participate by the end of December following completion of a specified monitoring period.

Resident Advisory Board Members names are as follows:

Martha Barton – representative for Bolivar and surrounding area
Ella Reese – representative for Garfield and surrounding area
Joyce Cole – representative for MacFarlane/Fieldcrest area
Lisa Bahlman – representative for MO-004 and surrounding area
Joan Aufderheide – representative for Holt and surrounding area

MHA staff representatives to the RAB in an advisory capacity were:

Rhonda Lightfoot – Resident Services Coordinator
Marilyn Crowe – Executive Director

Required Attachment ___G___: Comments of Resident Advisory Board or Boards & Explanation of MHA Response:

The following comments were received from the Resident Advisory Board

1. The RAB requested that the Plan be available at the Options Unlimited Offices. A copy of the Plan will be provided to Options to be reviewed by staff and clients during the public hearing period in December 2000.
1. Residents commented that they would like to have additional outlets and that breakers were being tripped during normal housekeeping activities.
The MHA has investigated the need to upgrade electrical services to the units. The expense of re-wiring units is high and in two developments would require the removal of drywall to accomplish because of limited attic access. This item was included in the CFP Five Year Plan as an unfunded work item.
2. Members suggested the security lights be ones that could be turned off in the evening. The MHA installed the security lights because of the number of police reports that there were prowlers and unwanted guests gaining access to units at night. In addition, the number and height of trees in many areas made area lighting infeasible. Since the units had porch lights previously that were not being used, the MHA is reluctant to put the exterior lights back on a switched receptacle.
3. Members inquired if the MHA would be replacing the demolished units.
The MHA will not be replacing demolished public housing units because of the excessively high vacancy rates for the past 12 years. However, the MHA's Five Year Plan does include the possibility of single family home development.
4. Members inquired about the requirements of the Section 8 Voucher Home-ownership portion of the Plan, and questioned the differences between Habitat for Humanity, Section 8 and other programs available for homeownership.
The MHA will not be participating in a homeownership program this fiscal year. The MHA is currently investigating the possibility of entering into a partnership with another entity to establish the credentials required by HUD in the management and operation of such a program.
5. Members inquired about the use of PHDEP funds. They stated they felt safer now than in the years past. However, they would like to see: speed limit signs on MacFarlane/Fieldcrest; a "Deaf Child at Play" on Hassen Dr.; the fence along Lafayette/Holt cleaned out; additional police patrols during the evening and night; an explanation of the use of the police substation.
The MHA will investigate with the City of Mexico the placement of speed limit signs on MacFarlane/Fieldcrest and a "Deaf..." sign on Hassen Dr. since these are city owned streets. A work order was issued for the fence on Lafayette/Holt. All patrols paid for under the grant are conducted during the evening hours. The police substation is receiving minimal use at this time because of the loss of several police officers at the City. Increased use is anticipated as they achieve full staffing.

6. Members stated they would like to see more neighborhood activities.
This item is to be reviewed by the Resident Services Coordinator when planning future activities

7. Member inquired about having dumpsters placed on each of the housing authority sites.

Consideration was given to this item and trash enclosures were added to the CFP Five Year Plan. Individual dumpsters at sites was not considered because of the history of having residents put unauthorized materials (tires, chemicals, batteries, etc.) into the dumpsters. In addition, the MHA has had a problem with non-residents putting trash in the dumpsters and stacking furniture and other items that must be removed by MHA personnel. However, the MHA will consider either the construction of trash can enclosures or the use of individual dump cans.

8. A discussion was held regarding the rent charges and the amount a person has to pay. In a second discussion, members discussed the use of permissive deductions for residents who had just gone to work.

A discussion was held regarding the rent schedule and how rent is assessed. These areas were revised in the Admissions and Continued Occupancy Policy that is available for review with this Annual Plan. In addition, the use of permissive deductions was held. It was felt that these deductions should be included in the Admissions and Continued Occupancy Policy. The ACOP was revised to include some of the permissive deductions allowed by HUD.

9. Members objected to the money order policy for rent receipts and suggested a “One Strike Policy” for bad checks.

The MHA carefully considered allowing checks when it adopted the money order/cashiers check policy. However, there is a \$25.00 fee by the MHA’s back and a \$25.00 fee for the bank the check was written on for each insufficient funds check. This additional \$50.00 was felt to be a burden on the families that could be prevented by requiring the money order be used. Consideration is being given to the possibility of a policy regarding the acceptance of checks and how an individual could “qualify” for this consideration.

10. Members felt the pet deposit was too high, that we shouldn’t count cats/dogs that residents feed who are strays as pets, and the we should have a sliding fee scale for the type and nature of pet.

The MHA has attempted to keep the Pet Policy as simple as possible and, as such, has not changed its policy on pet ownership. The majority of members agree that if you feed a stray it is yours. The amount of pet deposit is based on the MHA’s experience of damages from pets. This damage includes removal of pet odor, cleaning of fecal/urine material, flea spraying, and restoration of damaged doors, walls and cabinets. While most owners receive their pet deposits back, damages from pets can be extensive. No modification to this policy was made.

11. The members requested if the MHA could develop a battered women’s shelter.

The MHA is currently working with Audrain County Crisis Intervention Services in assisting abused women with housing services.

12. Members raised questions about the need to strip and wax flooring in long-term occupancy units, provide trash can pads, seal along the base cabinets, construct storage sheds, and replace concrete

The MHA has included these items in the CFP Five Year Plan for applicable developments

13. Members inquired about the development of additional four bedroom units.

The MHA has not responded to this question in the Annual Plan, but will investigate the requirements for converting some two, two bedroom duplexes for large family use.

14. Members raised concerns about delaminating interior doors, guttering and rain run-off, washing machine overflows, and improvements to washer/dryer hookups in units.

These items were taken into consideration and included in the CFP Five Year Plan. Several items were identified in the planning process by maintenance staff. The redesign of the main living areas is needed since the original construction assumed the use of clotheslines for drying clothes and no current space is available for the installation of a dryer.

15. Members inquired about the revision to the utility allowance schedule since the rate increases this fall.

The MHA is currently considering the need to revise its utility allowance schedule to address the rate increase. The revised schedule is not anticipated to be approved until February 2001.

16. A discussion was held regarding earned income disallowance, welfare sanctions and community service requirements.

The MHA modified its Admissions and Continued Occupancy Policy to address regulatory changes. General comments were that the new requirements were confusing and that the community service requirements would only result in more vacancies. No further action was required by the MHA.

No further comments were received as of the date of initial publication of the Annual Plan.

STATEMENT OF PROGRESS 5-YEAR PLAN MISSION AND GOALS

PHA Goal No. 1:

Increase availability of housing – The MHA included in its CFP Annual Statement funding for demolition of 10 dwelling units. The MHA anticipates submission of a Demolition Plan by 3/31/2001. The MHA entered into an agreement with a local non-profit organization for use of two dwelling units for emergency shelter program activities.

PHA Goal No. 2:

Housing Management - Vacancies were reduced from 27% to 16% since the submission of the Five Year Plan in February 2000.

Voucher Management – A quality control program was implemented with the City of Mexico for re-inspection of the Section 8 properties. This process gives the City the opportunity to use it CDBG Rehabilitation funding for improvements to properties occupied by Section 8 Voucher recipients and allows for the removal of dilapidated structures, when necessary.

Management Procedures – The MHA has completed evaluation of its work order processes, small purchasing processes and inventory stocking procedures, and fine-tuned its annual inspection processes in the past year. Drafts of written procedures are being developed to formalize the procedures. In conjunction with this, the MHA updated its Maintenance Plan in the past year to reflect current needs and procedural issues.

Capital Fund Management – The MHA is on target with implementation of its open grants.

PHA Goal No. 3:

Conduct Landlord Outreach – The MHA developed a Landlord Orientation Package during FYE 3/2001. This package includes information on the HAP agreement, inspections, lead paint, complaints/eviction processes, and lease enforcement.

PHA Goal No. 4:

Revised Admissions and Continued Occupancy Policy – The MHA revised its ACOP this past year to include the updated regulatory requirements for community service, waivers of minimum rents, revised requirements for earned income disallowances, and welfare sanctions. The MHA is currently developing internal procedures to provide residents with sufficient information to understand how the new policy works for them.

PHA Goal No. 5:

Establish strong supportive services to improve employability – The MHA has been developing relationships with local service providers over the past year. Currently, the MHA is developing a budgeting class in partnership with a local bank that will be certified for inclusion in the Department of Family Services job readiness program. This activity also supports the community service requirements. The MHA has increased the number of working families from 12% to 24.8% in the past fiscal year.

PHA Goal No. 6

Updating Equal Housing Opportunity Policy – The MHA revised and adopted a revised Equal Housing Opportunity Policy in 2001. A copy of the revised policy was made available for public comment during the Annual Plan public review period.

Undertake Affirmative Measure – Individuals With Handicaps – The MHA revised its Self-Evaluation and Transition Plan to match the state's format for CDBG in this past fiscal year. Although the Plan was made available during the Annual Plan public review process, it has not been reviewed by the various entities who provide services for disabled persons in our community as of the date for publication in the Annual Plan. The MHA will be working to complete the review processes by 3/31/2001.

PHA Goal No. 7:

Employee Safety Program – The MHA changed worker's compensation providers this year and is working with the new company to develop a viable safety program. Certification is anticipated by 3/31/2001.